Guide to Setting Up Account on the Wyoming Retirement System Online Portal

1.	You will need to Log In to the Wyoming Retirement System's Online Portal (RAIN) Visit our website <b>retirement.wyo.gov</b> Click on the Log In Button upper right hand	Were Constant       Suracht       Q         Members       Refered Comp       Employers       Education & Brents       About       Videos       Q Log Internet         Persoion       Benefit       Estimate       About       Videos       Q Log Internet         Persoion       Benefit       Estimate       Internet       Internet       Internet       Internet         Persoion       Benefit       Estimate       Internet       Internet<
2	corner.	→] Log In
3	Click on Pension Login	Pension > Pension Login Need Help?
4	Login to your pension account. - If you have already created an online account, enter your email and password and click on Sign In; skip to step 5.	Person Account     Account Login     Email Address     Password     Password     Remember Me     Image: Comparison of the part of the
4a	If you have not set up your Online access, click on the register for one now link.	Register for one now.

4b	You will need to enter the following information, RAIN ID (found on your statement) Social Security Number Date of Birth You will also need to confirm you are not a robot.	Registration         RAIN ID (can be found on statements issued after 05/2014)         Car't find your RAIN ID? Your employer can provide you with it, or you can call (307) 777-7691 and WRS will provide it to you after verifying your identity.         Is this the RAIN ID for an Estate or Trust?         Social Security Number         Date of Birth         MM/DD/YYYY         Immode robot         Register
4c	Enter you personal email address, confirm your email address, and then click on the next button.	Pension Account         Registration         Please verify your email address and press Next. An email will be sent to the address with a link that will confirm your account. Once you click the link, your registration will be complete.         Email Address         Confirm Email Address         Confirm Email Address
4d	A confirmation screen will appear letting you know you were successful in creating an account.	With the service       Pension Account         Registration       Just one more step!         Thank you for registering. Please check your email for a confirmation request with a link that will confirm your account. Once you click the link, your registration will be complete.
4e	You will receive an email from wrs-no-reply@wyo.gov with a subject of: Welcome to the WRS RAIN Portal * <i>Check your spam folder if you do not see it within 15 minutes.</i> Click on the activate link within the email to complete the process.	wrs-no-reply@wyo.gov       7.49 AM (0 minutes age)       ☆       •       •         to cythila fernandez! 187484 *       WRS RNN Portal         WRS RNN Portal       To activate your RAIN, please click here: Activate         You are geting this message because 1) your employer recently registered you as a member of WRS or 2) you requested online access to your WRS account through the RAIN Portal. If you are a momember, please make sure you activate your account and designate your beneficiaries. Not having a designated beneficary could be a disadvantage to your family and loved ones.         This activation link will expire in 4 days         Regards,         Wyoming Reterement System         Do not forward this email. The provided link should be kept private.
4f	Enter the last four digits of your Social Security Number Confirm your User Name Generate a Password Re-Enter your password Agree to the terms and conditions by checking each box and then click on the Activate button.	Person Account  Person Account  Activate Account  Person Account password.  Person Account password.  Person Account password.  Person Account password  Person Account pa

4g 4h	Once you receive the message Activation Complete! Click on Log On Enter your email (User Name) and password and click the blue Sign In button	Wyperiod       Pension Account         Activation Complete!       Your Account has been successfully activated. You can now log in using the email address and password you supplied during the registration.         Click here to Log On         Wyperiod         Pension Account
		Account Login   Email Address   Password   Remember Me   Image: Im
5	You will land on the Home Screen; this will show your personal information along with your account(s) information under the Plan Dashboard.	<page-header></page-header>
5a	Your information will appear under Your Profile. To update address or phone numbers, click on Edit Profile under the Quick Links. If your name is not correct, you will need to contact your employer's human resources for corrections.	Quick Links Edit Profile Reset Password

5b	To enter beneficiaries, you will click on Manage Beneficiaries under the Fast Task on the right- hand side of your Home Screen.	Fast TasksDescriptionDescriptionUpdate ProfileDescription
6	The Manage Beneficiary Information should appear looking like the screen at the right.	Beneficiaries         Select Account :       Plan Name         Primary Beneficiaries         Name Relation Type SSN/Trust EIN Gender Birth/Trust Date Allocation(%)         Continent Relation Type SSN/Trust EIN Gender Birth/Trust Date Allocation(%)         Update Beneficiary Information
7	There are two different types of beneficiaries primary* and secondary, each has different attributes and benefits as part of your pension. Typically primary beneficiaries receive the entire benefit while secondary beneficiaries divide the benefit. While your situation may be an exception our WRS Educators can help you understand how your beneficiaries might be impacted by changing between primary and contingent.	Seneficiaries      Heads up! Any charges to your spoose will require your spoose to have an Enull Address that can be used for elignature.      Ted us abort your marital status: @ Namide C Unmarried      Theme Relation Type SSN/Trust DIN Gender Birth/Trust Date Allocation(%) Delete      Create Invi      Mane Relation Type SSN/Trust DIN Gender Birth/Trust Date Allocation(%) Delete      Created Invi      Contract Control C Control      Control C Control      Control C Control      Control
	* Note: Multiple Primary Beneficiaries You may designate more than one primary beneficiary, but the o divided per your allocation. Monthly lifetime benefits <b>are not</b> a p are selected.	
8	You will need to enter their full legal name, relationship type, Social Security Number, Gender, Birth- date and the percentage to be allocated. If you need to list more than one under each category, you will click on Create New to get an additional beneficiary. Once you have everything entered, click on the continue, then complete step 9	
9	Make one final review of your selection; if everything is good, you will enter your password and click on submit. Congratulations, you took a huge step in ensur benefits.	Review & Submit Beneficiary Changes           Name         Relation Type         SSN/Trust EIN         Gender         Birth/Trust Date         Allocation(%)           Beneficiary 1         Relationship         xxx-xx-xxxxx         U         01/01/2021         100%           Contragent Econtristries         Name         Relationship         xxx-xx-xxxxx         U         01/01/2021         100%           Beneficiary 2         Relationship         xxx-xx-xxxxx         U         01/01/2021         100%           Note: Your password is required to submit the beneficiary changes. Please provide below & submit changes.         Password         Submit Cancel
	If you are participating in the Deferred Compen your beneficiaries using the first two steps but	